

MINUTES
SPECIAL COMMITTEE OF THE WHOLE BUDGET MEETING
Monday, November 5, 2012

Location: Village Hall, Community Room, One Olde Half Day Road, Lincolnshire, Illinois 60069

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Director of Public Works Hughes
Director of Community Development McNellis	Police Chief Kinsey
Director of Financial Systems Roelker	Village Attorney Simon
Village Treasurer Curtis	

Roll Call

Mayor Blomberg called the meeting to order at 7:00 p.m. and Village Manager Burke called the Roll.

ITEMS OF GENERAL BUSINESS

2.1 Finance & Administration

2.11 Workshop regarding Fiscal Year 2013 Budget (Village of Lincolnshire)

Village Manager Burke provided an update on comments and questions brought up at the October 30, 2012 budget meeting. Village Manager Burke provided a review of the history of the Village's equalized assessed value and outlined various scenarios pertaining to the proposed property tax levy depending upon the amount of General Fund reserves used to offset Police Pension funding in the coming year. Village Manager Burke noted the budget reflects a \$200,000 transfer from the General Fund to the Police Pension Fund to reduce the impact of the required contribution on the annual property tax levy for FY2013.

A discussion regarding the Village's efforts in communicating the Village's limited portion of the total property tax bill paid by residents followed. Trustee Brandt noted communication efforts need to improve upon getting out the message about the Village's commitment to reducing the annual property tax levy for residents.

Trustee Saltiel expressed his concern that the levy in Fiscal Year 2013, since there will actually be a reduction compared to the current year. Trustee Saltiel suggested the Village may want to consider increasing the amount of the transfer from the General Fund to the Police Pension Fund from \$200,000 to \$300,000. He noted this increased amount would almost certainly result in a reduced levy for the Village even if property values declined year after year.

Village Manager Burke shared information on the proposed water rate increase included in the proposed budget. Village Manager Burke noted at the previous meeting there was a concern about the proposed rate in relationship to surrounding communities' water rates. He proceeded to share data from an Illinois Department of Natural Resources survey of water rates for various surrounding municipalities.

After providing a review on the status of the proposed Fiscal Year 2013 budget to date, and a review of projected General Fund reserve balances projected through December 31, 2013, Village Manager Burke proceeded to provide a review of proposed capital expenditures outlined in the draft budget.

Capital Budget Summary

Finance Department

The Finance Department budget reflects a \$3,200 expenditure related to replacement of an existing desktop copier. The total cost of the copier is estimated to be \$4,500 and \$1,300 of this expense is to come from the Water & Sewer Fund.

Police Department

The proposed capital in the Police Department budget reflects a total of \$309,600 in capital expenditures. A summary of the major capital items is as follows:

- A. Vehicle Replacement – The Department plans to replace four vehicles as part of the annual Vehicle Replacement Program at a cost of \$97,000. Related to vehicles, there are also \$12,000 in funds related to vehicle equipment transfer and \$5,100 for in-car video camera replacement.
- B. Squad Room Remodel – The budget reflects \$16,000 in funds to remodel the squad room.
- C. Radio System Improvements - \$160,000 is reflected in the budget related to improvements to the existing 911 system. These funds may not be expended for this purpose depending upon the outcome of the study of service delivery options for 911 services.

Community Development

Inspection Vehicle – The proposed budget includes \$27,500 in funds to replace the existing Community Development Department inspection vehicle. Staff has explored if there are other vehicles in the fleet to replace the existing 2002 Ford Explorer inspection vehicle. According to the Village's fleet management personnel there is no appropriate replacement vehicle in the fleet that could be "handed down" to the Community Development Department and replacement is recommended. The vehicle proposed is a sport utility vehicle which will provide flexibility for all Village departments in the event an off-road vehicle is needed for flood/winter weather emergencies or to travel onto undeveloped sites in the Village.

Common Expense Items

The proposed budget includes capital expenditures totaling \$13,600 for the purchase of various data processing equipment items to upgrade several existing work stations. Additionally, \$5,100 in funds are included to cover costs associated with audio-visual equipment related to recording and rebroadcasting Village meetings on cable television.

Trustee Servi inquired about the audio-visual equipment purchases planned. Village Manager Burke explained the proposed purchases contemplate equipment to improve the microphone systems in the Board Room. Trustee Service expressed his hope this would address complaints about the audio quality of Village meeting broadcasts.

Streets

Director of Public Works Hughes reviewed the proposed Public Works-Streets capital projects included in the proposed Fiscal Year 2013 Budget. Highlights of the proposed capital expenditures presented are as follows:

- A. Vehicle Rehabilitation - \$33,700 in funds is allocated to assist in vehicle repair/rehab work for Fiscal Year 2013.
- B. Street Resurfacing – The proposed budget includes \$400,000 in resurfacing projects. \$175,000 of the resurfacing expenses are planned to come out of the Motor Fuel Tax Fund, and the remaining \$225,000 is to be funded out of Capital Improvements.
- C. Anti-Icing System Upgrades (pump) – Director of Public Works Hughes reported \$7,500 is included in the Fiscal Year 2013 Budget to pay for upgrades to the existing anti-icing system. Director of Public Works Hughes noted the materials used for anti-icing are highly corrosive and various pumps/components are in need of replacement.
- D. Lincolnshire Creek and North Branch Chicago River – Erosion Repairs –Director of Public Works Hughes reported on the status of engineering for the erosion repair plans for Lincolnshire Creek and North Branch Chicago River projects. The proposed budget reflects \$175,000 for erosion repair to Lincolnshire Creek and

\$150,000 in repairs for the North Branch Chicago River project.

A discussion regarding the two projects followed. Director of Public Works Hughes provided additional details regarding the two erosion control projects to date and the location of the planned work.

- E. Public Works Facility – Floor Maintenance – Director of Public Works Hughes explained the need for floor repairs at the Public Works Facility. Director of Public Works Hughes noted needed repairs are due to deterioration of the concrete floor, especially around the existing floor drain, due to the corrosive nature of the anti-icing materials brought into the facility by the Public Works trucks throughout the winter.
- F. Cul-de-sac Enhancement – Staff proposes to include \$15,000 for Fiscal Year 2013 to complete this project in the coming year with the final cul-de-sacs slated for improvement.
- C. Truck Chassis Replacement – The budget reflects \$50,000 to replace the chassis on an existing flatbed truck. Director of Public Works Hughes noted the truck body is in good condition and replacing the chassis versus buying a new vehicle is expected to save \$15,000.

Parks and Grounds

These budget items are primarily for the replacement of equipment and repairs at existing parks. Director of Public Works Hughes noted the proposed budget includes replacement of various pieces of park maintenance equipment. The proposed replacement items are expected to help improve the efficiency of maintenance of all Village parks especially North Park.

Director of Public Works Hughes noted one item included in the proposed budget is for funds to cover costs related to repairing the fountain at Village Green. A discussion of the Village Green fountain and responsibility of the shopping center owner followed.

Trustee Saltiel inquired about the proposed funds in the amount of \$82,500 planned for bike path repairs. Director of Public Works Hughes reported the budgeted work should address the needed bike path maintenance items including repairs and crack sealing at various locations throughout the Village as needed.

Director of Public Works Hughes provided details on the proposed improvements for various park locations throughout the Village in 2013 including: tree trimming and replacement at North Park, Spring Lake Park picnic and refuse can replacement as well as playground renovation; Old Mill Park playground renovation; Spring Lake Park pavilion roof replacement; and Whytegate Park gazebo and arch maintenance.

A discussion regarding the proposed basketball hoop at Balzer Park followed. Trustee Saltiel expressed his opinion stating the Balzer Park tennis courts are nice and heavily used, and he does not support the installation of a basketball hoop on the tennis court at this location. A discussion regarding the users of the tennis courts and availability of play opportunities at Balzer Park for older children followed. Mayor Blomberg suggested this expenditure remain in the budget; however, prior to the installation of a basketball hoop, there should be an assessment of the users of the tennis courts at this park.

Director of Public Works Hughes reported the budget includes \$12,000 in funds for a possible community garden project. However, it appears the Stevenson High School Foundation may be pursuing a project in the community. After a brief discussion, it was the consensus of the Board this item should be eliminated from the budget.

A discussion of the proposed gate at Rivershire Park followed. Director of Public Works Hughes reported the proposed gate is intended to reduce fly dumping that is occurring at this location, which costs the Village money to dispose of the dumped items and materials.

A discussion of various proposed improvements for North Park followed. Trustees reviewed the scoreboards proposed by Lincolnshire Sports Association (LSA). Trustee Grujanac suggested staff may want to consider planting additional trees around the proposed scoreboard. Trustees questioned the need for the additional drinking fountain requested by Lincolnshire Sports Association. Mayor Blomberg suggested deferring the expense related to the drinking fountain to a subsequent year's budget. Trustee Servi suggested staff may want to get feedback from LSA on the proposed dugout design by building only one at first, prior to Public Works personnel investing time and materials into constructing all the needed dugouts only to find out LSA has different thoughts.

Environmental Services

- A. Corridor Enhancement Program – Director of Public Works Hughes reported \$352,000 in funds is included in the budget related to the ITEP grant funding for the Route 22 corridor plan.
- B. Florsheim Boardwalk Replacement – Director of Public Works Hughes noted \$55,000 is included in the budget for boardwalk replacement in the Florsheim nature area. A discussion followed regarding the need for this project and if this could be a community service project for area organizations.

Buildings

Director of Public Works Hughes briefly summarized most of the budget items related to Village Hall; furniture replacement, HVAC system assessment and maintenance, Public Works Facility floor repair, and other smaller projects.

Water and Sewer Improvements

Village Manager Burke explained the proposed budget contemplates \$1,090,400 in funds to be transferred from the General fund to complete various projects proposed in the Fiscal Year 2013 budget.

- A. Automated Meter Reading Program - This will be the second year for the five year program.
- B. Westside Reservoir Upgrades - Design – Director of Public Works Hughes explained the proposed upgrades related to requirements of the Illinois Environmental Protection Agency. A discussion of the mandated upgrades followed.
- C. Hydraulic Water Model – Director of Public Works Hughes explained the proposed \$40,000 to update the Village’s water model and bring the modeling ability in-house rather than relying on a third party contractor to perform this work. A discussion regarding the need and the expected benefits of the project followed. After a discussion of the program, it was decided to defer this project to a future budget, and staff was asked to provide more detail on the need for such a project.
- D. Water Main Replacement - Director of Public Works Hughes briefly summarized the water main replacement projects contemplated for Fiscal Year 2013. A discussion of the water main replacement needs for the Village followed. The Village Board requested staff to put together a proposed water main replacement program with financing options to consider at a future meeting.

Motor Fuel Tax (MFT) - Street Resurfacing

This is the MFT portion the Village is proposing to use to fund the proposed \$400,000 in resurfacing projects in Fiscal Year 2013. Staff is proposing to use \$175,000 in MFT Funds in 2013.

TIF Fund

Village staff provided an overview of the proposed capital work planned for the downtown TIF area. Planned work includes the completion of the remaining site work (\$299,000); installation of the pedestrian bridges (\$346,000); construction of a pocket park (\$12,000); and installation of two monument signs (\$70,000).

Additional Items for Consideration

Director of Public Works Hughes noted two additional items had come up in recently after the proposed Fiscal Year 2013 Budget was completed. Director of Public Works Hughes noted Board direction on working with the Village of Vernon Hills on a possible crosswalk improvement project at Route 21 and Olde Half Day Road is requested. It was the consensus of the Board these funds should be included in the budget for crosswalk improvements at this location.

Director of Public Works Hughes requested direction on a recent request from the Lincolnshire Community Association (LCA) for improvements to the electrical service at North Park to facilitate getting electricity to the “haunted trails” for the annual Boo Bash celebration. After a brief discussion of options, the Board directed staff to include an expenditure to provide electrical service to the North Park Pavilion, which would respond to LCA’s request.

Trustee Brandt noted the Board had recently received an email and a letter from Dave Keevens with the Lincolnshire Sports Association (LSA) regarding their request for a reduction in user fees. Trustee Brandt noted the letter provides a response to many of the questions raised by the Board at the October 30, 2012 Special Committee of the Whole Budget meeting. The Board discussed various options regarding the LSA fee. It was the consensus of the Board, an agenda item would be included on the November 12, 2012 Village Board meeting to take action on this request.

Staff requested clarification on whether or not the transfer to the Police Pension Fund from General Fund reserves should be \$200,000 or \$300,000 for Fiscal Year 2013. A brief discussion regarding the anticipated 2013 levy and the Village’s infrastructure needs followed. It was the general consensus of the Board to maintain the amount of the transfer at \$200,000 as currently reflected in the budget document.

ADJOURNMENT

Trustee Brand moved and Trustee Saltiel seconded the motion to adjourn. The voice vote was unanimous, and the Mayor declared the meeting adjourned at 9:15 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk